

September 9, 2006

## Multiple Supervisors / Preceptors

### Summary:

It is now possible to assign two or more supervisors to a single placement request without splitting. This may be useful, for example, when assigning students to part-time supervisors/preceptors.

### Assigning the First Supervisor / Preceptor

In order to assign multiple supervisors, you must first assign one supervisor in the Placement Request Details screen, or in the Preview window from Welcome (Destination Coordinators only). Once you assign and Save the first supervisor, a new **+** icon will appear to indicate you can assign another supervisor.

Status	Course/ Type	Start/ End	Days/ Time	Student
Conf	Nurs330P	Jan 1/06	Var	
	Prec	Apr 30/06	⊕ <sub>8</sub>	
<b>Preceptor:</b>		MacAlini, Jane	⌵	<b>+</b>

### Adding Multiple Supervisors / Preceptors

Click the "Multiple Supervisors" icon to open a new window for managing supervisor assignment and allocation of hours.

1. Click the **+** icon to add a new supervisor to the list of those assigned.
2. Select the supervisor name from the dropdown.
3. Modify the dates if needed (for example, if one supervisor will be assigned for the first half of the placement period).
4. Enter the number of hours to be assigned to the new supervisor. Enter half of the total Placement Hours if not known (i.e. assume that the preceptors should get equal "credit" for the placement).
5. Click Save to add the new supervisor to the assigned list.

### Multiple Preceptors

**Service: Medicine**  
**Destination: 2 South**  
**Dates: Jan 1/06 to Apr 30/06**

**Placement Hours: 190**

Assigned Preceptors <span style="float: right;"><b>+</b></span>				
<b>1</b> <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">+</span>				
<b>2</b> <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">Ferraro, Jane</span>	Start: <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">Jan 1/06</span>		Hours: <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">80</span>	<span style="border: 1px solid blue; border-radius: 50%; padding: 2px;"></span> <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;"></span>
	End: <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">Apr 30/06</span>		<b>4</b>	<b>5</b>
	MacAlini, Jane	Jan 1/06	190 Hrs	
	Apr 30/06			

**Placement Hours: 190 Hrs    Allocated: 190 Hrs**

- Upon saving changes, both supervisors will now be assigned and a warning such as “(80 over)” will appear to indicate that an underallocation or overallocation exists.

*In the example below, there is an overallocation of 80 hours for Ferraro because the full 190 hours of the placement are still allocated to MacAlini.*

Assigned Preceptors +			
MacAlini, Jane	Jan 1/06 Apr 30/06	190 Hrs	
Ferraro, Jane	Jan 1/06 Apr 30/06	80 Hrs	
		<b>Placement Hours: 190 Hrs</b>	<b>Allocated: 270 Hrs (80 over)</b>

**Distribute Equally** | **Close Window**

- You have two options for correcting the under- or overallocation:
  - Click the “Adjust Hours” icon to give the under/overallocation to one supervisor; OR
  - Click the “Distribute Equally” icon to allocate an equal number of hours to each assigned supervisor.

*In the above example, clicking the “Adjust Hours” icon next to MacAlini would reduce her hours to 110, resulting in a balanced allocation of the 190 hours available:*

Assigned Preceptors +			
MacAlini, Jane	Jan 1/06 Apr 30/06	110 Hrs	
Ferraro, Jane	Jan 1/06 Apr 30/06	80 Hrs	
		<b>Placement Hours: 190 Hrs</b>	<b>Allocated: 190 Hrs</b>

- Click the Close Window button when finished. The Preview or Details screens will now display the supervisors’ names as a text listing with an Edit icon in case you need to change the supervisor names or allocation of hours.

**Supervisors:** MacAlini, Jane   
 Ferraro, Jane

Note also that if two or more supervisors are assigned, then the supervisor icon in Inbox/Outbox and Preview will change to display the “Multiple Supervisors” icon .

We hope you enjoy this new enhancement. If you have any questions or need assistance with assigning multiple supervisors in HSPnet, please don't hesitate to contact us.